



United States District Court, Northern District of Indiana

204 South Main Street

South Bend, IN 46601

www.innd.uscourts.gov

Job Announcement Number:12-07

VACANCY ANNOUNCEMENT

Position Title: TEMPORARY Student Intern
Salary: \$14.16 an hour
Location: Fort Wayne, Indiana
Opening Date: September 4, 2012
Closing Date: September 10, 2012

Introduction:

The United States District Court for the Northern District of Indiana is accepting applications for the position of Student Intern in our Fort Wayne Division, reporting directly to the Division Manager. The incumbent provides administrative and clerical support in various areas of the Clerk's Office. Student interns perform tasks such as filing, copying, scanning, distributing mail, inputting data, answering phones, and greeting visitors.

Representative Duties:

- Performs receptionist duties by greeting visitors in person or on the telephone and directing them to the appropriate individual.
- Processes outgoing mail.
- Receives, screens, and routes all incoming mail to the appropriate staff members.
- Scanning, shredding, copying, filing, stamping, and locating files and documents.
- Assists with data entry functions.
- Provide basic information to public, bar, and the court.
- Prepares and ships records to the Federal Records Center.
- Operates a variety of copying and records equipment.
- Performs duties associated with special projects such as general office clean-up and conversion of paper records into digital format.
- Performs other duties as assigned.

Qualifications:

High school graduation or equivalent, and currently a student in a school of higher education. Must be over the age of 18. May work up to 20 hours in any one week or four hours in any day when school is in session, any portion of which may be during school hours.

Preferred Skills: College degree, higher education courses, and/or prior court/legal experience. Familiarity with civil and criminal procedures. Knowledge of CM/ECF (the federal judiciary's case management/electronic case filing system) or other electronic docketing systems. Knowledge of Word Perfect, Adobe Acrobat, Internet browsers, and scanning equipment.

The successful candidate will also possess: Excellent organizational skills and experience in handling multiple workload demands, accuracy and attention to detail, ability to exercise sound independent judgment, strong computer and analytical skills, excellent customer service skills, dependability with a strong work ethic, and the ability to work harmoniously and communicate effectively with others, both orally and in writing.

Conditions of Employment:

Employees of the United States District Court serve under excepted appointments and are considered "at will" employees. All application information is subject to verification. Judiciary employees are required to

adhere to the Code of Conduct for Judicial Employees. All applicants must be U.S. citizens or be eligible to work in the United States. All appointments are subject to mandatory electronic direct deposit of salary payments. Employment will be considered provisional pending the successful completion of an initial OPM background investigation. Participation in the interview process will be at the applicant's own expense. The court will not pay for relocation expenses.

How to Apply:

Qualified applicants are invited to submit a complete applicant's packet which includes: a cover letter specifying how you satisfy the qualifications of this position, current detailed resume, college transcripts (if applicable) and an AO 78 Application for Judicial Branch Federal Employment Form AO 78 (available at www.innd.uscourts.gov). **Applicant packets must be received by 5:00 p.m. on Tuesday, September 11, 2012 to be considered.** Applicant packets will not be considered complete until all of the items listed above have been received.

Please email your complete applicant packet to: humanresources@innd.uscourts.gov

Only applicants selected for an interview will be notified.

A detailed job description is available on the court website: www.innd.uscourts.gov

The United States District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, any of which may occur without prior written notice.

The United States District Court is an equal opportunity employer.